

COLLECTION OF JUDGMENT FORMS USED IN DISTRICT COURT
CIVIL DIVISION AND SMALL CLAIMS DIVISION

State of Alabama

Unified Judicial System
Jefferson Co - 500
Form C-21-SP Rev. 3/01

PROCESS OF GARNISHMENT

CASE NUMBER

THE DISTRICT COURT OF JEFFERSON COUNTY

Plaintiff/Address:
(Person Asserting Claim)

Defendant:
(Person whose
property is subject
to Garnishment)

Attorney/Address:
(Attorney for Plaintiff)

Address:

Garnishee:

Address:

Date of Judgement:

Judgment Amount

Costs

Less Credit

Other

TOTAL

AFFIDAVIT

- A. I make oath that I have obtained the above judgment and believe the named Garnishee is or will be indebted to the named Defendant or has or will have effects of the Defendant under the Garnishee's control. I believe that a Process of Garnishment against the Garnishee is necessary to obtain satisfaction of the judgment.
- B. If the garnishment is for wages, salary or other compensation, I further make oath that the amount to be withheld must be:
- ☐ 25% of disposable earnings for the week OR the amount by which disposable earnings for the week exceed 30 times the federal minimum hourly wage in effect at the time the earnings are payable, **WHICHEVER IS LESS**,
- ☐ 20% of disposable earnings for the week OR the amount by which disposable earnings for the week exceed 50 times the federal minimum hourly wage in effect at the time the earnings are payable, **WHICHEVER IS LESS**, which amount is in compliance with the instructions on the reverse side of this form.
- C. I hereby request disbursement of amounts periodically paid into Court pursuant to this garnishment.

Sworn to and subscribed before me this

day of _____, 20_____.

Notary Public/Clerk/Register (Signature)

Affiant/Attorney (Signature)

WRIT OF GARNISHMENT

TO ANY LAWFUL OFFICER OF THE STATE OF ALABAMA:

You are hereby commanded to serve Process of Garnishment on the GARNISHEE, _____ and a copy on the DEFENDANT, _____ and make proper return to this Court.

NOTICE TO DEFENDANT: READ THE IMPORTANT INFORMATION ON THE BACK OF THIS FORM (Regarding Your Rights).

NOTICE TO GARNISHEE: YOU ARE THE GARNISHEE IN THE ABOVE ACTION.

You must complete and file the enclosed Answer Form within thirty (30) days from service of process. If you fail to file an Answer, the Plaintiff can proceed for judgment against you for the amount of the claim, plus costs. Mailing the **Notarized Answer Form** to the clerk of the court at the address below constitutes making a proper appearance in the court. **YOU MUST ANSWER:**

- (1) whether you are or were indebted to the defendant at the time you received this process, or when you make your answer, or during the intervening time, or
- (2) whether you will be indebted to the Defendant in the future by existing contract, or
- (3) whether by existing contract you are liable to the Defendant for the delivery of personal property or for the payment of money, or
- (4) whether you have in your possession or control, money or effects belong to the defendant.

You are commanded to retain the amount indicated above wages, salary or other compensation due or which will become due to the Defendant for such period of time as is necessary to accumulate the sum of \$ _____ (judgment and costs). **You are required, after a period of 30 days from the first retention of any sum from the defendant's wages, salary or other compensation, to begin paying the moneys withheld into court as they are deducted or withheld and continue to do so on a monthly or more frequent basis until the full amount is withheld.** If employment of the Defendant is terminated BEFORE the sum is accumulated, you are required by law to report the termination and pay into court within 15 days AFTER termination, all sums withheld in compliance with this garnishment. (See Reverse Side for Instruction on Garnishments).

If you have in your possession or control property or money belonging to the Defendant, which is NOT wages, salary or other compensation, you are further commanded to hold the property or money subject to the orders of this Court.

Date Issued:

DISTRICT COURT OF JEFFERSON COUNTY, CIVIL
ROOM 500 COURTHOUSE
716 RICHARD ARRINGTON JR BLVD N
BIRMINGHAM, ALABAMA 35203
PHONE 325-5331

By: _____
Deputy Clerk

This process was executed by serving a copy on (Garnishee) _____
(State name & title of person accepting services)
_____ on (Date) _____ Service on (Defendant)
_____ on (Date) _____
Served by: _____ Title: _____

PROCESS OF GARNISHMENT**Instructions For Determining the Percentage of Wages, Salary or Other Compensation to be Withheld**

- I. GARNISHMENT TO COLLECT JUDGMENTS ARISING FROM SITUATIONS OTHER THAN CONSUMER LOANS, CONSUMER CREDIT SALES, OR CONSUMER LEASES ARE SUBJECT TO THE RESTRICTIONS OF:** §6-10-7, *Code of Alabama* 1975, and Title 15, §1673, *United States Code* ("U.S.C"). Under Alabama and federal law, the amount subject to garnishment to collect such judgments shall not exceed the LESSER of:
- (1) twenty-five (25) percent of "disposable earnings" for the week **OR**
 - (2) the amount by which "disposable earnings" for the week exceed thirty (30) times the federal minimum hourly wage in effect at the time the earnings are payable.
- II. GARNISHMENT TO COLLECT JUDGMENTS ARISING FROM CONSUMER LOANS, CONSUMER CREDIT SALES OR CONSUMER LEASES ARE SUBJECT TO THE RESTRICTIONS OF:** §5-19-15, *Code of Alabama*, 1975 as amended by Act 88-294, effective April 12, 1988
- A. Under this law, if the debt or demand was created **ON OR AFTER April 12, 1988**, the amount subject to garnishment shall not exceed the LESSER of:
 - (1) twenty-five (25) percent of "disposable earnings" for the week **OR**
 - (2) the amount by which "disposable earnings" for the week exceed thirty (30) times the federal minimum hourly wage in effect at the time the earnings are payable.
 - B. If the debt or demand was created **BEFORE April 12, 1988**, the amount subject to garnishment shall not exceed the LESSER of:
 - (1) twenty (20) percent of "disposable earnings" for the week **OR**
 - (2) the amount by which "disposable earnings" for the week exceed fifty (50) times the federal minimum hourly wage in effect at the time the earnings are payable.

DISPOSABLE EARNINGS DEFINED: An employee's "disposable earnings" means that part of earnings of an individual remaining after deduction of amounts required by law to be withheld such as Federal Income Tax, Federal Social Security Tax, and State and Local Taxes.

NOTICE TO GARNISHEE

Note: If you have in your possession or control property or money belonging to the defendant (which is not wages, salary or other compensation), you should hold the property or money subject to the orders of the court. The formula outlined below only applies if the property sought to be garnished is wages, salary or other compensation of the defendant.

(Use the following formula to calculate a garnishment of wages, salary or other compensation)

- (1) Calculate "disposable earnings" for the week (see definition of "disposable earnings" above).
- (2) If the twenty-five (25) percent block is checked on the front of this form, multiply the "disposable earnings" amount by twenty-five (25) percent. Multiply the "minimum wage amount" (in effect at the time the earnings are payable by you) by thirty (30) and subtract this amount from "disposable earnings." Compare these two and obtain lesser amount.

OR

- (3) If the twenty (20) percent block is checked on the front of this form, multiply the "disposable earnings" amount by twenty (20) percent. Multiply the "minimum wage amount" (in effect at the time the earnings are payable by you) by fifty (50) and subtract this amount from "disposable earnings." Compare these two and obtain lesser amount.
- (4) After the calculation is made in accordance with (2) or (3) above (whichever is applicable), the amount of the garnishment for the week is the LESSER amount. Withhold this amount and pay it into court as instructed in the "Writ of Garnishment" on the front of this form.

(5) THE CLERK AND OTHER COURT PERSONNEL CANNOT GIVE YOU LEGAL ADVICE. IF YOU NEED ASSISTANCE YOU SHOULD CONSULT A LAWYER FOR ADVICE.

PROTECTION AGAINST DISCHARGE: TITLE 15, §1674, U.S.C., prohibits an employer from discharging any employee because his or her earnings have been subjected to garnishment for any one indebtedness.

NOTICE TO DEFENDANT OF RIGHT TO CLAIM EXEMPTION FROM GARNISHMENT

A process of garnishment has been delivered to you. This means that a court may order your wages, money in a bank, sums owed to you, or other property belonging to you, to be paid into court to satisfy a judgment against you.

Laws of the State of Alabama and of the United States provide that in some circumstances certain money and property may not be taken to pay certain types of court judgments, because certain money or property may be "exempt" from garnishment. For example, under state law, in some circumstances, up to \$3,000.00 of wages, personal property, including money, bank accounts, automobiles, appliances, etc., may be exempt from process of garnishment. Similarly, under federal law, certain benefits and certain welfare payments may be exempt from garnishment. Benefits and payments ordinarily exempt from garnishment include, for example, social security payment, SSI payments, veteran's benefits, AFDC (welfare) payments, unemployment compensation payments and workmen's compensation payments.

THESE EXAMPLES ARE FOR PURPOSES OF ILLUSTRATION ONLY. WHETHER YOU WILL BE ENTITLED TO CLAIM ANY EXEMPTION FROM THE PROCESS OF GARNISHMENT, AND, IF SO, WHAT PROPERTY MAY BE EXEMPT, WILL BE DETERMINED BY THE FACTS IN YOUR PARTICULAR CASE. IF YOU ARE UNCERTAIN AS TO YOUR POSSIBLE EXEMPTION RIGHTS, YOU SHOULD CONSULT A LAWYER FOR ADVICE.

TO CLAIM ANY EXEMPTION THAT MAY BE AVAILABLE TO YOU MUST PREPARE A "CLAIM OF EXEMPTION" FORM LISTING ON IT ALL YOUR WAGES AND PERSONAL PROPERTY; HAVE THE CLAIM OF EXEMPTION NOTARIZED; AND FILE IT IN THE CLERK'S OFFICE. ALSO, IT IS YOUR RESPONSIBILITY TO MAIL, OR DELIVER A COPY OF THE CLAIM OF EXEMPTION TO THE PLAINTIFF WHO HAS A JUDGMENT AGAINST YOU. YOU MUST INDICATE ON THE CLAIM OF EXEMPTION THAT YOU FILED IN THE CLERK'S OFFICE WHETHER YOU MAILED OR DELIVERED THE COPY TO THE PLAINTIFF AND THE DATE ON WHICH YOU MAILED OR DELIVERED IT. THE CLERK CANNOT GIVE YOU LEGAL ADVICE. IF YOU NEED ASSISTANCE, YOU SHOULD SEE A LAWYER.

If you file a claim of exemption, the plaintiff will have approximately ten (10) days to file a "contest" of your claim of exemption. If a contest is filed, a court hearing will be scheduled and you will be notified of the time and place of the hearing. If the plaintiff does not file a contest, the property claimed by you as exempt will be released from the garnishment.

If you do not file a claim of exemption, your property may be turned over to the court and paid to the plaintiff on the judgment against you.

TO PROTECT YOUR RIGHTS, IT IS IMPORTANT THAT YOU ACT PROMPTLY, IF YOU HAVE ANY QUESTIONS, YOU SHOULD CONSULT A LAWYER.

NOTICE TO PLAINTIFF OF RIGHT TO CONTEST CLAIM OF EXEMPTION OF DEFENDANT

If a "Claim of Exemption" is filed in the clerk's office and mailed or delivered to you by the defendant, you have approximately ten (10) days to file a "Contest" to the Claim of Exemption with the clerk of the court.

If a Contest is timely filed, a court hearing will be scheduled within seven (7) calendar days (or on the next business day thereafter if the court is not open on the seventh day). You and the defendant will be notified of the time and place of the hearing.

If you fail to make timely Contest of the Claim of Exemption, after fifteen (15) calendar days from the filing of such claim by the defendant, the Process of Garnishment and any writ of garnishment issued therein shall be dismissed or, where appropriate, modified to the extent necessary to give effect to the claimed exemptions.

IF YOU ARE UNCERTAIN AS TO HOW TO FILE A CONTEST TO THE CLAIM OF EXEMPTION, YOU SHOULD CONSULT A LAWYER FOR ADVICE. THE CLERK AND OTHER COURT PERSONNEL CANNOT GIVE YOU LEGAL ADVICE.

PROCESS OF GARNISHMENT

CASE NUMBER

THE DISTRICT COURT OF JEFFERSON COUNTY

Plaintiff/Address:
(Person Asserting Claim)

Defendant:
(Person whose
property is subject
to Garnishment)

Attorney/Address:
(Attorney for Plaintiff)

Address:

Garnishee:

Address:

Judgment Amount

Costs

Less Credit

Other

TOTAL

Date of Judgement:

AFFIDAVIT

- A. I make oath that I have obtained the above judgment and believe the named Garnishee is or will be indebted to the named Defendant or has or will have effects of the Defendant under the Garnishee's control. I believe that a Process of Garnishment against the Garnishee is necessary to obtain satisfaction of the judgment.
- B. If the garnishment is for wages, salary or other compensation, I further make oath that the amount to be withheld must be:
- ☐ 25% of disposable earnings for the week OR the amount by which disposable earnings for the week exceed 30 times the federal minimum hourly wage in effect at the time the earnings are payable, **WHICHEVER IS LESS**,
- ☐ 20% of disposable earnings for the week OR the amount by which disposable earnings for the week exceed 50 times the federal minimum hourly wage in effect at the time the earnings are payable, **WHICHEVER IS LESS**, which amount is in compliance with the **instructions on the reverse side of this form**.
- C. I hereby request disbursement of amounts periodically paid into Court pursuant to this garnishment.

Sworn to and subscribed before me this _____

day of _____, 20_____.

Notary Public/Clerk/Register (Signature)

Affiant/Attorney (Signature)

WRIT OF GARNISHMENT

TO ANY LAWFUL OFFICER OF THE STATE OF ALABAMA:

You are hereby commanded to serve Process of Garnishment on the GARNISHEE, _____
and a copy on the DEFENDANT, _____ and make proper return to this Court.

NOTICE TO DEFENDANT: READ THE IMPORTANT INFORMATION ON THE BACK OF THIS FORM (Regarding Your Rights).

NOTICE TO GARNISHEE: YOU ARE THE GARNISHEE IN THE ABOVE ACTION.

You must complete and file the enclosed Answer Form within thirty (30) days from service of process. If you fail to file an Answer, the Plaintiff can proceed for judgment against you for the amount of the claim, plus costs. Mailing the **Notarized Answer Form** to the clerk of the court at the address below constitutes making a proper appearance in the court. **YOU MUST ANSWER:**

- (1) whether you are or were indebted to the defendant at the time you received this process, or when you make your answer, or during the intervening time, or
- (2) whether you will be indebted to the Defendant in the future by existing contract, or
- (3) whether by existing contract you are liable to the Defendant for the delivery of personal property or for the payment of money, or
- (4) whether you have in your possession or control, money or effects belong to the defendant.

You are commanded to retain the amount indicated above wages, salary or other compensation due or which will become due to the Defendant for such period of time as is necessary to accumulate the sum of \$ _____ (judgment and costs). **You are required, after a period of 30 days from the first retention of any sum from the defendant's wages, salary, or other compensation, to begin paying the moneys withheld into court as they are deducted or withheld and continue to do so on a monthly or more frequent basis until the full amount is withheld.** If employment of the Defendant is terminated BEFORE the sum is accumulated, you are required by law to report the termination and pay into court within 15 days AFTER termination, all sums withheld in compliance with this garnishment. (See Reverse Side for Instruction on Garnishments).

If you have in your possession or control property or money belonging to the Defendant, which is NOT wages, salary or other compensation, you are further commanded to hold the property or money subject to the orders of this Court.

Date Issued:

DISTRICT COURT OF JEFFERSON COUNTY, CIVIL
ROOM 500 COURTHOUSE
716 RICHARD ARRINGTON JR BLVD N
BIRMINGHAM, ALABAMA 35203
PHONE 325-5331

By: _____
Deputy Clerk

This process was executed by serving a copy on (Garnishee) _____
(State name & title of person accepting services)

_____ on (Date) _____ Service on (Defendant)

_____ on (Date) _____

Served by: _____ Title: _____

PROCESS OF GARNISHMENT**Instructions For Determining the Percentage of Wages, Salary or Other Compensation to be Withheld**

- I. GARNISHMENT TO COLLECT JUDGMENTS ARISING FROM SITUATIONS OTHER THAN CONSUMER LOANS, CONSUMER CREDIT SALES, OR CONSUMER LEASES ARE SUBJECT TO THE RESTRICTIONS OF:** §6-10-7, *Code of Alabama* 1975, and Title 15, §1673, *United States Code* ("U.S.C."). Under Alabama and federal law, the amount subject to garnishment to collect such judgments shall not exceed the LESSER of:
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NOTICE TO GARNISHEE

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- (4) After the calculation is made in accordance with (2) or (3) above (whichever is applicable), the amount of the garnishment for the week is the LESSER amount. Withhold this amount and pay it into court as instructed in the "Writ of Garnishment" on the front of this form.

- (5) **THE CLERK AND OTHER COURT PERSONNEL CANNOT GIVE YOU LEGAL ADVICE. IF YOU NEED ASSISTANCE YOU SHOULD CONSULT A LAWYER FOR ADVICE.**

PROTECTION AGAINST DISCHARGE: TITLE 15, §1674, U.S.C., prohibits an employer from discharging any employee because his or her earnings have been subjected to garnishment for any one indebtedness.

NOTICE TO DEFENDANT OF RIGHT TO CLAIM EXEMPTION FROM GARNISHMENT

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Laws of the State of Alabama and of the United States provide that in some circumstances certain money and property may not be taken to pay certain types of court judgments, because certain money or property may be "exempt" from garnishment. For example, under state law, in some circumstances, up to \$3,000.00 in wages, personal property, including money, bank accounts, automobiles, appliances, etc., may be exempt from process of garnishment. Similarly, under federal law, certain benefits and certain welfare payments may be exempt from garnishment. Benefits and payments ordinarily exempt from garnishment include, for example, social security payment, SSI payments, veteran's benefits, AFDC (welfare) payments, unemployment compensation payments and workmen's compensation payments.

THESE EXAMPLES ARE FOR PURPOSES OF ILLUSTRATION ONLY. WHETHER YOU WILL BE ENTITLED TO CLAIM ANY EXEMPTION FROM THE PROCESS OF GARNISHMENT, AND, IF SO, WHAT PROPERTY MAY BE EXEMPT, WILL BE DETERMINED BY THE FACTS IN YOUR PARTICULAR CASE. IF YOU ARE UNCERTAIN AS TO YOUR POSSIBLE EXEMPTION RIGHTS, YOU SHOULD CONSULT A LAWYER FOR ADVICE.

TO CLAIM ANY EXEMPTION THAT MAY BE AVAILABLE TO YOU MUST PREPARE A "CLAIM OF EXEMPTION" FORM LISTING ON IT ALL YOUR WAGES AND PERSONAL PROPERTY, HAVE THE CLAIM OF EXEMPTION NOTARIZED, AND FILE IT IN THE CLERK'S OFFICE. ALSO, IT IS YOUR RESPONSIBILITY TO MAIL OR DELIVER A COPY OF THE CLAIM OF EXEMPTION TO THE PLAINTIFF WHO HAS A JUDGMENT AGAINST YOU. YOU MUST INDICATE ON THE CLAIM OF EXEMPTION THAT YOU FILED IN THE CLERK'S OFFICE WHETHER YOU MAILED OR DELIVERED THE COPY TO THE PLAINTIFF AND THE DATE ON WHICH YOU MAILED OR DELIVERED IT. THE CLERK CANNOT GIVE YOU LEGAL ADVICE. IF YOU NEED ASSISTANCE, YOU SHOULD SEE A LAWYER.

If you file a claim of exemption, the plaintiff will have approximately ten (10) days to file a "contest" of your claim of exemption. If a contest is filed, a court hearing will be scheduled and you will be notified of the time and place of the hearing. If the plaintiff does not file a contest, the property claimed by you as exempt will be released from the garnishment.

If you do not file a claim of exemption, your property may be turned over to the court and paid to the plaintiff on the judgment against you.

TO PROTECT YOUR RIGHTS, IT IS IMPORTANT THAT YOU ACT PROMPTLY, IF YOU HAVE ANY QUESTIONS, YOU SHOULD CONSULT A LAWYER.

NOTICE TO PLAINTIFF OF RIGHT TO CONTEST CLAIM OF EXEMPTION OF DEFENDANT

If a "Claim of Exemption" is filed in the clerk's office and mailed or delivered to you by the defendant, you have approximately ten (10) days to file a "Contest" to the Claim of Exemption with the clerk of the court.

If a Contest is timely filed, a court hearing will be scheduled within seven (7) calendar days (or on the next business day thereafter if the court is not open on the seventh day). You and the defendant will be notified of the time and place of the hearing.

If you fail to make timely Contest of the Claim of Exemption, after fifteen (15) calendar days from the filing of such claim by the defendant, the Process of Garnishment and any writ of garnishment issued therein shall be dismissed or, where appropriate, modified to the extent necessary to give effect to the claimed exemptions.

IF YOU ARE UNCERTAIN AS TO HOW TO FILE A CONTEST TO THE CLAIM OF EXEMPTION, YOU SHOULD CONSULT A LAWYER FOR ADVICE. THE CLERK AND OTHER COURT PERSONNEL CANNOT GIVE YOU LEGAL ADVICE.

GARNISHEE'S ANSWER

Case Number

IN THE DISTRICT COURT OF JEFFERSON COUNTY

Plaintiff

(Person Asserting Claim):

Defendant

(Person Whose Property is Subject to Garnishment):

Garnishee:

Address:

NOTICE TO GARNISHEE:

After reading the Process of Garnishment and Instructions on the reverse side of the Process of Garnishment, check the appropriate answer(s) below, sign and have notarized. Keep a copy of this Answer for your records and return the original and other copies to this Court at the address below.

- ☐ Defendant is employed and Garnishee will withhold from the salary, wages, or other compensation, as required, and pay into Court.
- ☐ Defendant is employed, but Defendant's disposable earnings are not sufficient to be subject to garnishment.
- ☐ Garnishee has in Garnishee's possession or control property or money belonging to Defendant, which is not wages, salary or other compensation, namely:

and is holding the property or money subject to orders of the Court.

- ☐ Defendant not employed - Garnishee not indebted to Defendant when process was received, or when making this Answer, or during intervening time, and Garnishee does not have possession or control of any belongings of Defendant.
- ☐ If Garnishee is a corporation, the person signing below is the duly authorized agent of Garnishee to make this Answer and has knowledge of the facts stated herein.
- ☐ Other (Explain): _____
- _____
- _____

Garnishee or Authorized Agent (Signature)

Sworn To and Subscribed before me this

Date: _____

Notary Public (Signature)

Address of Court:

DISTRICT COURT OF JEFFERSON COUNTY, CIVIL
ROOM 500 COURTHOUSE
716 RICHARD ARRINGTON JR. BLVD., N.
BIRMINGHAM, ALABAMA 35203
PHONE 325-5331

REQUEST FOR
WRIT OF EXECUTION

CASE NO. _____

PLAINTIFF:

VS.

DEFENDANT:

ADDRESS: _____

ADDRESS: _____

PHONE NUMBER: _____

PLEASE EXECUTE ON THE FOLLOWING PROPERTY LISTED BELOW.

Attorney/Plaintiff Signature